

Email Etiquette Practice

Make the message easy to understand, easy to answer, and respectful of the reader's time.

Name:

Class:

Date:

The six parts: Useful subject · greeting · context · clear request · thanks · your name

Part 1 · Repair the message

Rewrite each email. Keep the student's real problem, but make the subject and message clear enough that the reader knows what happened and what response is needed.

1 · Missing assignment

Subject: (none)

Message: Sup teach! Whats the homework tonite? I forgot my assignment notebook again lol

Sentence support: I am writing because _____. Could you please _____?

Your improved subject and message

2 · Message in the subject line

Subject: Hello! I will be absent Friday and wanted to see what work I will miss. When should I pick it up?

Message: (none)

Sentence support: I will be absent on _____. What should I _____?

Your improved subject and message

Part 2 · Tone and specificity

3 · Grade question

Subject: FIX MY GRADE
Message: Why haven't you fixed my grade yet? I turned in my late work yesterday. FIX IT or my mom is gonna ground me!!!!

Sentence support: I turned in _____ on _____. When should I expect _____?

Your improved subject and message

4 · Vague help request

Subject: I don't get it.
Message: Can you help me?
Sentence support: I am working on _____. I understand _____, but I am stuck on _____.

Your improved subject and message

Part 3 · Write one real email

Choose a real school need: ask for help, explain an absence, follow up on missing work, or thank someone. Your teacher will tell you who should receive the email.

✓ Success check

- ☐ The subject names the topic.
- ☐ The first sentence gives the reader enough context.
- ☐ The request can be answered.
- ☐ The tone is respectful and sounds like you.
- ☐ You reread the recipient, subject, and attachments before sending.

Draft your subject and email